


VACANCY NOTICE

CS-376

REV(11/01)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION: <u>Social Caseworker</u>	CLASSIFICATION CODE: <u>02820200</u>
	SALARY RANGE: <u>(A22) \$34718 - 40028</u>	REFERENCE POSITION NO.: <u>1255-10000-2068</u>
	Department of Human Services	APPLICATION PERIOD: <u>1/11/07 - 1/18/07</u>
	Division/Section/Unit: <u>Management Svs.</u>	GRACE PERIOD ENDS: <u>1/23/2007</u>
	Assignment(s) / Comments: <u>APPLICANTS MUST HAVE TAKEN THE SOCIAL CASEWORKER CIVIL SERVICE EXAM</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Warwick GPA w/Statewide Coverage</u>
	Restrictions/Limitations: <u>None</u>	Responsibilities
	Position Covered By Collective Bargaining Union Agreement Yes <u>X</u> No <u> </u>	
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is * <u> </u> is not <u> X </u> a Civil Service List for this position See A/B or Both for Specific Instructions	
General Information to Candidate	* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.	
	INSTRUCTIONS:	
	A. STATE EMPLOYEE LATERAL BIDDER: Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	Most Important - Please include the following information:	
	• The title of the position for which you are applying	• Name of department where you are currently employed
	• Title of your present position and date you entered it	• Your business telephone number
	• Date you entered State service	• Present Union Affiliations
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
Statement of Duties	C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:	
	• Reasonable Accommodations:	
	If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.	
	• Medical Information:	
	Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).	
	DUTIES / RESPONSIBILITIES:	
	To provide benefits to applicants and beneficiaries served by the GPA program. Duties include processing GPA, Title XIX MA, and food stamp applications. Will also provide on-going services for beneficiaries assisted by these programs. Responsibilities also include preparation and completion of requests for GPA bridge and hardship funds. Will also be required to process applications for GPA burial expenses and all other program duties as needed. Will be required to provide coverage to all statewide GPA offices as mandated by the GPA Program Manager.	
	EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) Possession of a bachelor's degree from an accredited institution of higher education with specialization in sociology, or psychology, social work or child development or vocational guidance, or any substantially equivalent education and experience.	
	APPLICANTS MUST HAVE TAKEN THE SOCIAL CASEWORKER CIVIL SERVICE EXAM	
Where to Apply	Apply within the application period as shown on this announcement. NOTE: Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. SEND RESUME or CS-14 APPLICATION to:	
	Tammy L. Lonardo	Telephone #: <u>401-462-2481</u>
	Dept of Human Services/Office of Human Resources	Fax #: <u>401-462-2041</u>
	600 New London Avenue	TTY/TDD #: <u>401-462-3363</u>
	Cranston, RI 02920	(Telecommunication Device for the Deaf)
		

STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER